

UNITED STATES GOVERNMENT

*2-Way Memo***INSTRUCTIONS**

Use routing symbols whenever possible.

SENDER (*Originator of message*):

Use brief, informal language.

Conserve space.

Forward original and one copy.

RECEIVER (*Replier to message*):

Reply below the message, keep one copy, return one copy.

Subject: Change in Ceiling/Position Strength - IC Staff

To : C/I&amp;AB/OP

DATE OF MESSAGE

ROUTING SYMBOL

22 Dec 1983

STAT

Refs: Report # RC 74375 A, D &amp; C

TITLE OF ORIGINATOR

C/ICS/B&amp;F

FOLD

INITIAL MESSAGE

FOLD

Kathy,

Per our telecon this day the new ceiling/position strength figure for the Intelligence Community Staff for FY 84 are as follows:

STAT

Please change the referenced reports to reflect the correct totals. If there is anything further you require please contact me on extension

Thank You

REPLY MESSAGE

DATE OF REPLY

ROUTING SYMBOL

SIGNATURE OF REPLIER

TITLE OF REPLIER

From :